

**Application for Rent-Geared-to-Income Housing**

Prince Edward - Lennox & Addington Social Services

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| **Instructions for Completing the**  **Application for Rent-Geared-to-Income Housing** |
| 1. Please fill out all sections of the Application form. 2. Please have all household members that are 16 years of age and over:  * read and sign the Consent and Release form (page 6) * read and sign the Declaration (page 7)  1. You may be asked for proof of any information you give in your Application. 2. If you need any assistance or have any questions about completing the Application, please contact Prince Edward - Lennox & Addington Social Services.   **Phone:** (613) 354-0957 **Toll Free:** (866) 354-0957 **Fax:** (613) 354-4099 |

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| **After you have completed the Application form, please return it:**  **By Mail:** Prince Edward - Lennox & Addington Social Services  95 Advance Avenue  Napanee, Ontario, K7R 3Y5  **By Fax:** (613) 354-4099  **By Drop Off**: Prince Edward - Lennox & Addington Social Services  95 Advance Avenue  **Napanee, Ontario**, K7R 3Y5  Prince Edward - Lennox & Addington Social Services  229 Main Street  **Picton, Ontario**, K0K 2T0  Prince Edward - Lennox & Addington Social Services  20 Manitou Crescent West  **Amherstview, Ontario**, K7N 1B4  Prince Edward - Lennox & Addington Social Services  12497A Hwy 41  **Northbrook, Ontario**, K0H 2G0  *Please ensure your Application is completed in full as incomplete Applications will not be processed.* |

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| ***Please keep this page for your records.***  ***It is your responsibility to notify us immediately if you move or your phone number changes*.** |

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| **Applicant Information** | | | | | | | |
| First Name | | | | Last Name | | | Gender (M/F) |
| Date of Birth (DD/MM/YYYY) | | | Social Insurance Number | | | Marital Status | |
| Please provide an address and phone number(s) where we can ***safely*** contact you. | | | | | | | |
| Unit Number | Street Number | | | Street Name PO Box | | | |
| Town/City | | | | | Province | Postal Code | |
| Main Phone Number  ( ) | | Second Phone Number (optional)  ( ) | | | | Third Phone Number (optional)  ( ) | |
| **Please tell us immediately if you move or if your telephone number changes.** If we cannot contact you, your name may be removed from the Rent-Geared-to-Income Housing wait list. | | | | | | | |

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| **Alternate Contact Person** (to contact in your absence and/or discuss your Application) | | |
| Please list 2 persons that we can contact in your absence or leave a message with. (Optional) | | |
| 1) Name | Relationship | Phone Number  ( ) |
| 2) Name | Relationship | Phone Number  ( ) |

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| **Request for Special Priority** | |
| An applicant whose personal safety or that of their family is at risk because of abuse by a person they live with (or have lived with) will be given consideration for the status of Special Priority Rent-Geared-to-Income Housing wait list. To apply for Special Priority Status (SPP) you must submit a **Special Priority Application Package** which can be obtained from Prince Edward - Lennox & Addington Social Services.  **Are you, or any member of your household, requesting to move from an abusive relationship and therefore, are requesting Special Priority?** | |
| 🞎 | No, I am not requesting Special Priority |
| 🞎 | Yes, I am requesting Special Priority and the Request for Special Priority Application is attached |
| 🞎 | Yes, I intend to submit the Request for Special Priority Application Package at a later date |

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| Office Use Only |

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| **Household Information** | | | | | |
| Please provide all information about all adults and children who will be living with you. | | | | | |
| First Name | Last Name | Relationship  to applicant  (ie. spouse, child) | Date of Birth (DD/MM/YYYY) | Gender  (M/F) | Social Insurance Number |
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| **Parental Declaration -** Please skip if you have not listed any dependents on Page 1 |
| I state that the current custody/visitation arrangements of my noted child(ren) on Page 1 are:  🞏 My child(ren) has/have lived with me and has/have been in my care and custody since birth. There are currently no court orders or documents dealing with the custody of my child(ren) listed.  🞏 I have shared custody arrangements and have regular overnight visitation with my child(ren)  🞏 There is a plan of care to have overnight visitation with my child(ren) and I have attached written verification from The Children’s Aid Society (CAS) to this Application.  Additional Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Additional Information** |
| Are you, and all the people in the household, Canadian Citizens? 🞎 Yes 🞎 No  If **no**, please provide details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *(ie. Permanent Resident, Sponsored Immigrant, etc.)* |
| Is an additional child expected to join your household (baby, adoption etc.)? 🞎 Yes 🞎 No    If **yes**, please give approximate date of arrival: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Income** | | |
| List all gross monthly income that you and other household members are receiving or will be receiving. | | |
| **Name of Person Receiving Income** | **Source of Income** | **Amount** |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
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| **Accessibility** |
| Do you, or any member of your household, require or receive home support services to live independently?  🞎 Yes 🞎 No |
| Can you, and all members of your household, use stairs?: 🞎 Yes 🞎 No  If **No**, could you use stairs in the event of an emergency (ie. elevator not working) 🞎 Yes 🞎 No  \*If you select **“No”**, you will only be offered units on the ground floor. If you require a wheelchair accessible unit, please see the “Wheelchair Modified” box on Page 5. |

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| **Wait List Choices** |
| In this part of the Application, you will choose which wait list or wait lists you would like your name to be added to. There is a wait list for all Rent-Geared-to-Income Housing units. Your name will be added to the wait list(s) you choose providing you are eligible for that unit.  The maximum housing unit size is generally one bedroom per person; spouses are expected to share. There are special circumstances (disability, medical condition) which may allow a household to have an additional bedroom. A request form for an additional bedroom can be obtained from Prince Edward - Lennox & Addington Social Services.  You will receive a letter indicating the wait list or wait lists that your name has been added to.  You can change your selections at any time by contacting Prince Edward - Lennox & Addington Social Services or by completing an Information/Annual Update Form.  Once you accept a housing offer, your name is automatically removed from the Prince Edward - Lennox & Addington Rent-Geared-to-Income wait list.  Please choose your selection(s) very carefully as you will only receive one refusal before your name is removed from all Prince Edward - Lennox & Addington Rent-Geared-to-Income Housing wait lists. |

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| **Housing Preferences** | | | | | |
| Please select what size unit you want to move into. You will only be added to the size of unit you are eligible for as stated under **Wait List Choices** (Page 3). | | | | | |
| **Housing Size** | 🞎 Bachelor | 🞎 1 Bedroom | 🞎 2 Bedroom | 🞎 3 Bedroom | 🞎 4 Bedroom |
| **Housing Type** | 🞎 **Family** - Single/couple **with** dependents  🞎 **Adult** - Single/couple with **no** dependents  🞎 **Senior** - 65 years or older | | | | |

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| **Location** |
| Please review and select the location(s) you would like to live according to your housing size and type. Please choose your selection carefully so that only the appropriate unit will be offered. You can change your selections at any time by contacting Prince Edward - Lennox & Addington Social Services.  This is important as you are only allowed one refusal before your name is removed from the wait list. |

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| **Senior (aged 65+)** | | |
| **Town** | **🗹** | **Location, Number of Accessible Units and Bedroom Size** |
| Napanee |  | 318 Camden Rd. – Jubilee (smoke free unit) |
| Flinton |  | Flinton Rd. - URCA |
| Odessa |  | 295 Main St. – Old York Rd. Place |
| Picton |  | 42 Downes Ave – Harmony House (elevator) (smoke free unit) (pet free) |

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| **Adult** | | |
| **Town** | **🗹** | **Location, Number of Accessible Units and Bedroom Size** |
| Amherstview |  | 339 Amherst Drive (1 bedroom units with elevator) |
| Tamworth |  | 693 Addington St.- Sheffield Meadowview (1 bedroom units) (One 2 bedroom unit) (Smoke free unit) |
| Northbrook |  | 12321 Hwy 41 – Pinegrove Apartments (1 bedroom units) (One 2 bedroom unit) (Elevator) (Smoke free unit) |
| Picton |  | 16 Lake Street - Twin Pines (1 bedroom units) (Smoke free unit) |
|  | 113 West Mary Street - Maple Villa (1 bedroom units) (Elevator) (Smoke free unit) |
|  | 2 Richmond St. – Hillside Villa (1 bedroom units) |
| Napanee |  | 34 Water St. – Queen Elizabeth (1 bedroom units) (One 2 bedroom unit) (Smoke free unit) |
|  | 37 Richard St. – The Maples (1 bedroom units) (Smoke free unit) |
|  | 369 Dundas St. West – Dundas Heights (1 bedroom units) (One 2 bedroom unit) (Lift) (Smoke free unit) |
|  | 40 Robinson St. (1 bedroom units) |
|  | 133 Mill St. (One 1 bedroom unit) |
|  | 274 Centre St. (One 1 bedroom unit) |
|  | 240 Water St. (1 bedroom units) |
|  | 21 Thomas St. East (One 1 bedroom unit) |
|  | 197 East Street (One Bachelor unit) |

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| **Family** |

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| **Town** | **🗹** | **Location, Number of Accessible Units and Bedroom Size** |
| Amherstview |  | 335 Amherst Drive (2 bedroom units with elevator) |
|  | 339 Amherst Drive (2 bedroom units with elevator) |
| Flinton |  | Flinton Road - URCA (2 & 3 bedroom semi-detached row houses) |
| Odessa |  | 15 Main St. - Westwood Court (2 & 3 bedroom row houses) |
| Bath |  | 195 Church St. (One 2 bedroom unit) |
| Picton |  | 1-28 Disraeli St. (2, 3, 4 bedroom semi-detached row houses) (Smoke free unit) |
|  | 14a & 14b Barker St. (4 bedroom semi-detached row houses) (Smoke free unit) |
|  | 2 Richmond St. - Hillside Villa (2 & 3 bedroom row houses) |
|  | 3, 6 & 12 Reichswald Court (Two 2 bedroom units and one 3 bedroom unit) |
| Napanee |  | 101-139 Meadow Lane (2, 3 & 4 bedroom row houses) (Smoke free unit) |
|  | 215 Church St. - Camden Court (2, 3 & 4 bedroom row houses) (Smoke free unit) |
|  | 240 Water St. (One 2 bedroom unit) |
|  | 40 Robinson St. (2 bedroom units) |
|  | 197 East St. (One 2 bedroom unit) |
|  | 274 Centre St. (2 bedroom units) |
|  | 215 & 235 First Ave (One 2 bedroom house and one 3 bedroom house) (Smoke free unit) |
|  | 260 & 264 Simcoe St. (Two 3 bedroom houses) (Smoke free unit) |

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| **Wheelchair Modified** | | |
| Do you, or any member of your household, require a wheelchair modified (lowered counters, etc.) unit?**\*Verification that you require a wheelchair modified unit must be submitted**  🞎 Yes 🞎 No  If you require a wheelchair modified unit, please select which lists you would like your name added to: | | |
| **Town** | **🗹** | **Location, Number of Accessible Units and Bedroom Size** |
| Flinton |  | Flinton Rd.- URCA (1 bedroom unit) **(aged 65+)** |
| Odessa |  | 15 Main St.- Westwood Court (2 bedroom unit) |
|  | 295 Main St. – Old York Rd. Place (1 bedroom unit) **(aged 65+)** |
| Picton |  | 42 Downes Avenue - Harmony House (1 bedroom unit) (Smoke free unit) **(aged 65+)** |
|  | 2 Richmond St. – Hillside Villa (2 bedroom unit) |
| Napanee |  | Meadow Lane (2 bedroom & 3 bedroom unit) (Smoke free unit) |
| Northbrook |  | Hwy. #41 – Pinegrove Apartments (1 bedroom unit) (Smoke free unit) |

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| Additional Details Regarding Your Application: |

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| **Consent and Release** | | | | |
| 1. I understand that Prince Edward - Lennox & Addington Social Services, as a service manager, and any housing provider listed in my Application for Rent-Geared-to-Income Housing are permitted under the Housing Services Act, 2011 (the Act) to collect personal information about me so long as they comply with the standards for collecting, using, disclosing and safeguarding information as set out in the Act. 2. I understand Prince Edward - Lennox & Addington Social Services will use the information I give them to see if I qualify for Rent-Geared-to-Income Housing that I have applied for, to see if I continue to qualify for Rent-Geared-to-Income Housing and to see how much assistance I am eligible for. 3. I allow Prince Edward - Lennox & Addington Social Services and/or the housing provider to share my personal information, without further notice to me, with the Ministry of Municipal Affairs and Housing, the Ontario Housing Corporation, the Social Housing Corporation, other municipal service managers or district social service administration boards or lead agencies as defined under the Act, and each person or organization providing services by contract to any of them, if it is needed to make decisions or verify my eligibility for assistance under the Act, the *Ontario Works Act, 1997*, the *Ontario Disability Support Program Act, 1997* or the *Day Nurseries Act.* 4. I allow Prince Edward - Lennox & Addington Social Services to give the information on this form and any attachments to any government body with whom Prince Edward - Lennox & Addington Social Services has made an agreement under the *Act,* without further notice to me, for the purpose of conducting research related to a social benefit program or social housing or Rent-Geared-to-Income Housing program. 5. I understand that any inquiries with respect to my personal information may take the form of electronic data exchanges. 6. I understand that any information on this form and any attachment given by Prince Edward - Lennox & Addington Social Services to a body listed above is confidential and will only be given in accordance with the *Housing Services Act, 2011* and associated regulations. 7. I understand that any of my personal information provided by me to the housing provider is given on the understanding that the housing provider is collecting this information on behalf of Prince Edward - Lennox & Addington Social Services. 8. I am aware that arrears information will be shared with Access Centres across the province once the lease or occupancy agreement is terminated. | | | | |
|  | Name of applicant | Signature | Date |  |
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|  | Name of spouse/co-applicant | Signature | Date |  |
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|  | Name of dependants (16 years and older) | Signature | Date |  |
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“Personal information contained in this form or in attachments is collected by Prince Edward - Lennox & Addington Social Services pursuant to the *Freedom of Information and Protection of Privacy Act* (R.S.O. 1990 c.F31.) or the *Municipal Freedom of Information and Protection of Privacy Act* (R.S.O 1990 c.M.56). This information may be used to determine eligibility for housing applied to, continuation of housing and may be used for the calculation of appropriate Rent-Geared-to-Income charge.”

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| **Declaration** | | | | |
| 1. I give my word that everything I have written in this Application is correct and complete. 2. I understand that if I do not inform Prince Edward - Lennox & Addington Social Services of any changes to my Application in writing that my name may be removed from the Rent-Geared-to-Income Housing wait list. 3. I understand and agree that if a unit is provided, the unit will be occupied by the persons listed on this Application form. 4. I declare that all information given in this Application and any supporting documents become the property of Prince Edward - Lennox & Addington Social Services, and copies of the Application and supporting documents may be given to housing providers that I have chosen. 5. If something on this Application is incorrect or not true, Prince Edward - Lennox & Addington Social Services, or the housing providers I have applied to may request additional information, may cancel my Application and I may be prohibited from re-applying for a minimum period of two years under Prince Edward - Lennox & Addington Social Services – Social Housing rules*.* 6. I understand that Prince Edward - Lennox & Addington Social Services will use the information I give them to see if I qualify for the Rent-Geared-to-Income Housing I have applied for, to see if I continue to qualify for Rent-Geared-to-Income Housing and how much assistance I am eligible for. 7. I give my word that all members of the household are in Canada legally. 8. Before I can receive housing, I understand that I must make arrangements to pay back any money I owe to any subsidized housing provider.   **If you have any questions about the collection and use of personal information, please contact:**  Prince Edward - Lennox & Addington Social Services, 95 Advance Avenue, Napanee, ON, K7R 3Y5.  Phone: 613-354-0957 or Toll Free: 1-866-354-0957. | | | | |
|  | Name of applicant | Signature | Date |  |
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|  | Name of spouse/co-applicant | Signature | Date |  |
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|  | Name of dependants (16 years and older) | Signature | Date |  |
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| **Prince Edward - Lennox & Addington Social Services**  **95 Advance Avenue, Napanee ON K7R 3Y5**  **Tel: 613-354-0957 Toll Free: 1-866-354-0957 Fax: 613-354-4099** | | | | |

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